



University of
St Andrews | FOUNDED |
1413 |

Retrospective Appraisal – a case study: or, how to throw away one fifth of your archives

University of St Andrews Library, Special Collections Division

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Outline

- Background to Special Collections
- Background to the project
- Method and challenges
- Results
- What next?





University of
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University of St Andrews Library's Special Collections



- Rare Books
- Photographic Collection
- Manuscripts
 - Personal papers
 - Church of Scotland records
 - Burgh (Town Council) records
 - Business records
 - Society records
 - Individual manuscripts
- Muniments
 - Institutional archive of the University



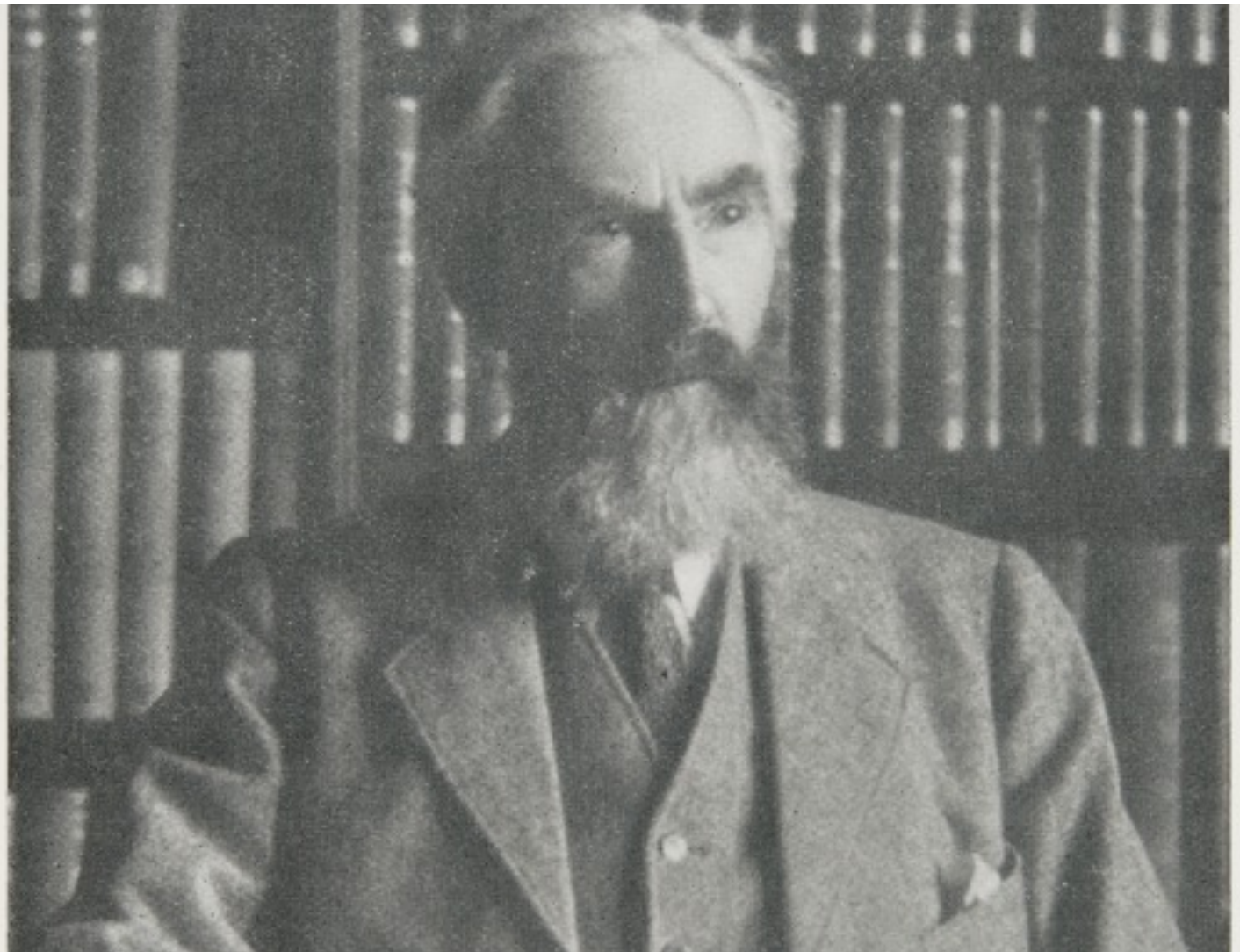
Benedicimus

Quia nos unicus profertur... *[The main body of the bull, written in a dense Gothic script, contains the full text of the papal bull confirming the privileges of the University of St. Andrews.]*

[A list of names or signatures at the bottom of the document, including names like Benedictus, etc.]



Papal Bull confirming privileges of the University of St Andrews by Pope Benedict XIII, 28 August 1413 (Ref: UYUY100)



University Librarian, James Maitland Anderson appointed 'Honorary Keeper of the Muniment Room', 1925



ANALYSIS OF UNCATALOGUED ARCHIVES

University of St Andrews

152 collections

1409.8 linear metres



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Logjam Survey Results

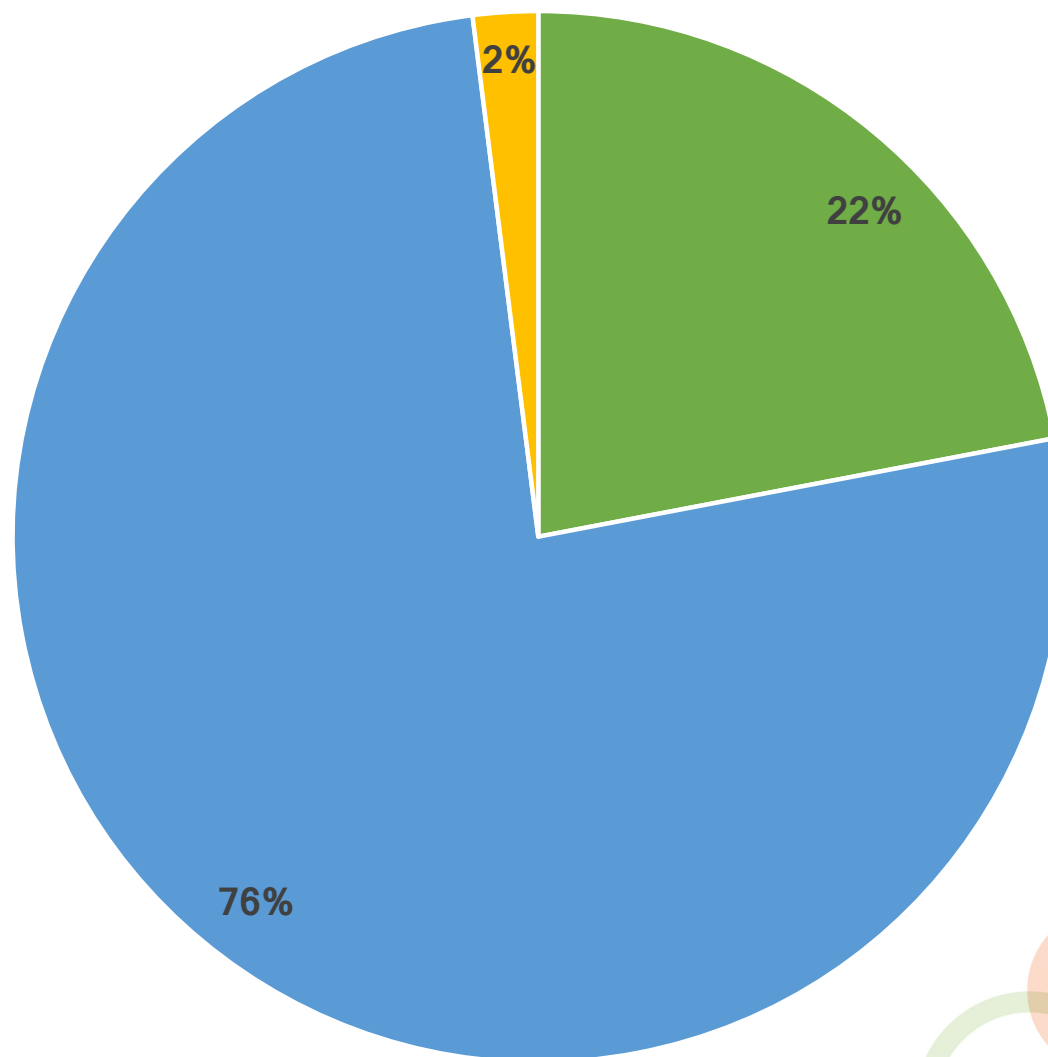
34% of collections uncatalogued and inaccessible to readers

Number of archivist years required to eliminate the backlog of boxed items	29.86 years
Number of paraprofessional years to eliminate the backlog of boxed items	2.58 years
Additional cataloguing time	17.38 years
Number of archivist/paraprofessional days required to eliminate the backlog of volumes	140.2 days
Total	49.82 years and 140.2 days



Collections Appraised

- 24% of material appraised removed through transfer or disposal



Senate and Court



- Duplication of minutes and supporting papers
- 14.4 linear metres of space created
- More efficient access



What next?



New Eden Campus Design

- Continuing discussion about policies, procedures and documentation
- New Eden campus for University staff
- More active management of our collections

